

SECRET

Approved For Release 2003/04/29 : CIA-RDP84-00780R003500130002-0

DD/S 70-4407

5 NOV 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff
Commanding Officer,

SUBJECT : Overtime Cost Report

25X1

1. After a lapse of some months, O/PPB has again distributed the computer-produced Overtime Cost Report, retaining one copy for their analysis. The remaining copy for your Office is attached. It is a cumulative report covering calendar year 1970 through pay period 11 for unvouchered funds and pay period 22 for vouchered funds, roughly three-fourths of the calendar year. It must also be borne in mind that the report reflects overtime by the employee, which means that the earnings for the entire year are reported to the Office of current assignment (i.e., it may include overtime earned by an employee in a previous overseas assignment). It must also be noted that "overtime" as reported here includes "holiday pay."

2. We are generally familiar with the circumstances which require most overtime in the Support Directorate, but it can be effectively monitored only at Office level. You are urged to continue to review all overtime costs in relation to your budget limitations and to Agency overtime compensation regulations, as well as reviewing any situations which appear to reflect excessive amounts of recurring overtime.

(signed) John W. Coffey

John W. Coffey
Acting Deputy Director
for Support

Att.

PS-DD/S:SWR:bkf/ (4 Nov 70)

Distribution:


- Orig - D/CO w/appro att
- 1 - Each other Adse w/appro att
- 1 - DD/S Subject

1 - DD/S Chrono

- 1 - PS Overtime File w/appro att

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TO: ✓ Mr. Coffey via Mr. 		
ROOM NO.	BUILDING	
REMARKS: <p style="text-align: center;">Recommend nine (9) signatures.</p> <div style="text-align: center;"> SWR</div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)